

Job Title: OFFICE MANAGER II

Grade 10 - NE

Location:

Major Duties:

This position is a highly responsible administrative support and secretarial position within a district that is staffed by a total or not less than eighteen (18) full-time employees nor more than thirty (30) full-time employees. Under limited supervision, this position requires decision-making responsibilities, considerable knowledge of clerical functions, training and supervising clerical staff, handling of sensitive administrative matters on a daily basis and the exercise of independent judgment. Perform related work as required.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Responsible for supervising all secretarial staff under the direction of the Chief Probation Officer or designated supervisor.

Responsible for initial and ongoing training of the secretarial staff.

Prepare correspondence as required.

Order forms and equipment as directed. Plan and maintain adequate office materials and supplies.

Maintain various records on statistics, probation office activities, personnel, purchasing, billing, travel expenses, budget, and other matters.

Establish and maintain filing system.

Attend meetings and conferences as required; take minutes; compose drafts, prepare and distribute agenda, schedule, and other materials.

Office Manager II (cont.):

Qualifications for the job:

Graduation from high school or its equivalent.

Must meet requirement for employment as a Secretary I.

Knowledge, skills and abilities required on the job:

Thorough knowledge of secretarial practices and procedures.

Thorough knowledge of modern office practices, procedures, systems and equipment.

Ability to make decisions in accordance with established policies and procedures.

Demonstrate ability to assume a leadership role; show loyalty to his/her supervisor(s) and be respected by subordinates.

Knowledge of legal terminology and format.

Ability to perform routine office management.

Ability to maintain administrative, fiscal, statistical, and general records.

Ability to compose routine and technical letters and memoranda.

Skill in taking and transcribing dictation from shorthand notes and/or electronic recording equipment.

Skill in use and care of a typewriter, word processing system, data processing system, dictation/transcription system, or the type of equipment present on site.

Excellent written and oral communication skills.

Working Conditions:

Some travel may be required.

Sitting behind a computer for extended periods of time.

Lifting heavy items may be required.

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Tiering Effective July 1, 2013